



**Langley Research Center
DIRECTIVES MANAGEMENT
TRANSMITTAL SHEET**

LAPD 6000.3

March 6, 2003

MATERIAL TRANSMITTED

LAPD 6000.3, "Motor Vehicle Management."

REVISION

LAPD 6000.3, dated June 25, 1999.

SUMMARY

This directive has been revised to update references. The change is a minor change. Per LMS-CP-2701, "LaRC Directives Initiation, Review, and Approval," a review and approval cycle is not required.



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 6000.3
Effective Date: March 6, 2003
Expiration Date: June 25, 2004**

Responsible Office: Office of Logistics Management

SUBJECT: Motor Vehicle Management

1. SUMMARY

This directive sets forth the policy and responsibilities for motor vehicle management.

2. POLICY

It is the policy of the Langley Research Center to achieve maximum economy and efficient management and control of the motor vehicle fleet, including reporting, registration, official use, inspection, and identification.

3. DESIGNATION

The designated Motor Vehicle Fleet Operations Officer is located in the Office of Logistics Management

4. RESPONSIBILITIES

a. Head, Office of Logistics Management

Approve purchase requests for motor vehicles and other motorized equipment for official purposes.

b. Motor Vehicle Fleet Operations Officer

- (1) Review motor vehicle assignments and utilization.
- (2) Provide on-site contract oversight for motor vehicle operations.
- (3) Maintain adequate motor vehicle assignment and utilization records.
- (4) Initiate action to replace unserviceable and unsafe motor vehicles.
- (5) Review contracts, which require the contractor to provide motor vehicles in support of contractual obligations.

(6) Review and approve written requests for motor vehicle support for research and development projects.

c. Organizational Unit Managers

(1) Assure that assigned motor vehicles and motorized equipment are justified and that these vehicles provide the most economical and effective means of fulfilling requirements.

(2) Assures that purchase requests for motor vehicles and other motorized equipment contain an accurate justification.

5. REFERENCES

a. NPD 6000.1, "Transportation Management."

b. NPG 6000.1E, "Requirements for Packaging, Handling, and Transportation for Aeronautical and Space Systems, Equipment, and Associated Components."

c. LAPD 6000.1, "Transportation Services."

d. LAPD 9700.31, "Travel ~~Regulations~~ Requirements, Officials, and Redelegations."

e. CFR 101.38.0

f. 31 USC 1344

6. RECISION

LAPD 6000.3, dated ~~August 19, 1992~~ June 25, 1999.

Jeremiah F. Creedon
Director